

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Sr. Word Processing Typist</u>	CLASSIFICATION CODE: <u>02423300</u>
	SALARY RANGE: <u>(0312A) \$32335 - 34944</u>	REFERENCE POSITION NO.: <u>1257-10000-262</u>
	Department of Human Services	APPLICATION PERIOD: <u>3/9/12-3/15/12</u>
	Division/Section/Unit <u>Management Svs.</u>	GRACE PERIOD ENDS <u>3/18/2012</u>
	Assignment(s) / Comments <u>Must submit a typing proficiency of 40 net wpm for 5 minutes</u>	
	Shift and Days: <u>Monday - Friday 8:30 - 4:00</u>	Job Location: <u>Fred, Fraud, CCRU</u>
	Restrictions/Limitations: <u>None</u>	<u>Elmwood Avenue, Providence</u>
	Position Covered By Collective Bargaining Union Agreement	Yes <u>X</u> No <u> </u>
	Name of Bargaining Unit Union: <u>Council 94, Local 2882</u>	
	There is <u> </u> is not <u> X </u> a Civil Service List for this position	See A/B or Both for Specific Instructions
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	• The title of the position for which you are applying	• Name of department where you are currently employed
	• Title of your present position and date you entered it	• Your business telephone number
	• Date you entered State service	• Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS	
• Reasonable Accommodations:		
If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.		
• Medical Information:		
Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).		
Statement of Duties	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:	
	Duties and responsibilities include inputting data into the Fraud, Attorney General & CCRU tracking system (Facts) database and WILMA database and maintaining central file of FRED reports; obtaining documents to support claim establishment and investigations; tracking all activity within the unit's criminal database (Criminal Facts) and accepting related assignments from the Department's Legal Office; maintenance and inventory of weekly, monthly, and quarterly reports; compiling and preparing invoice vouchers; receiving, recording and filtering telephone calls. Knowledge of InRhodes and Public Assistance programs preferred; and any other related duties as required.	
	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:	
	Education: Such as may have been gained through: graduation from a senior high school including or supplemented by courses in typing and the operation of automatic typewriting equipment and including the use of spreadsheets and scientific programs; and	
	Experience: Such as may have been gained through: employment in performing automatic typing and office tasks of a complex nature including the use of spreadsheets and scientific programs.	
	Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.*	
	Must submit a typing proficiency of 40 net wpm for 5 minutes	
Minimum Education & Experience		
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:	
	Maria Morrison	Fax/email applications will not be acknowledged. US mail only.
	OHHS Human Resources Service Center	TTY/TDD #: <u>711</u>
	Benjamin Rush Building, #55	(Telecommunication Device for the Deaf)
	55 Howard Avenue	
	Cranston, RI 02920	



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